

## **Electrical Inspector Quantitative Core Competencies**

The Quantitative Core Competencies must be obtained in the order as outlined below:

### **Pay Step 1:**

- a. Complete a full day ride along with each of the regularly appointed electrical inspectors
- b. Achieve an average of 10 inspections at least 70% of workdays
- c. Achieve a complaint response time of 10 work days or less in 75% of cases
- d. Complete follow up on 75% of orders written by the inspector.

### **Pay Step 2:**

- a. Achieve an average of 10 inspections at least 75% of workdays
- b. Achieve a complaint response time of 10 work days or less in 75% of cases
- c. Complete follow up on 75% of orders written by the inspector.
- d. Receive a letter of recommendation from a supervisor(s) stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation.
- e. Inspector must pass an open book exam on the code of ordinances as previously proctored by the City of Milwaukee.

### **Pay Step 3:**

- a. Achieve an average of 10 inspections at least 80% of workdays
- b. Achieve a complaint response time of 10 work days or less in 75% of cases
- c. Complete follow up on 75% of orders written by the inspector.
- d. Receive a letter of recommendation from a supervisor stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation.
- e. Inspector must complete the Milwaukee public library course entitled "Email Basics" or an equivalent course.

### **Pay Step 4:**

- a. Achieve an average of 10 inspections at least 80% of workdays. Note: Level 4 inspectors and above are expected to be able to inspect complicate and large projects which may be time intensive. These inspections shall be documented and shall reduce the percent of days with 10 inspections.
- b. Achieve a complaint response time of 10 work days or less in 80% of cases
- c. Complete follow up on 80% of orders written by the inspector.
- d. Receive a letter of recommendation from a supervisor(s) stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor (s) must provide the inspector with a written list of items to correct prior to recommendation.
- e. Inspector must complete the Milwaukee public library offered course entitled "Intro to Word" or an equivalent course.

### **Pay Step 5:**

- a. Achieve an average of 10 inspections at least 85% of workdays. Note: Level 5 inspectors and above are expected to be able to inspect complicate or large projects which may be time intensive. These inspections shall be documented and shall reduce the percent of days with 10 inspections as approved by the supervisor.
- b. Achieve a complaint response time of 10 work days or less in 85% of cases
- c. Complete follow up on 85% of orders written by the inspector.

- d. Receive a letter of recommendation from a supervisor(s) stating that the inspector is ready for the next step. If the supervisor does not recommend promotion a supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation.
- e. Inspector must complete the Milwaukee public library offered course entitled "Intro to Excel" or equivalent training.

**Pay Step 6:**

- a. Achieve an average of 10 inspections at least 90% of workdays. Note: Level 6 inspectors are expected to be able to inspect complicate or large projects which may be time intensive. These inspections shall be documented and shall reduce the percent of days with 10 inspections as approved by the supervisor.
- b. Achieve a complaint response time of 10 work days or less in 90% of cases
- c. Complete follow up on 90% of orders written by the inspector.
- d. Receive a letter of recommendation from the supervisor stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation.

**NOTES**

For the above Steps in the Electrical Inspector Career Ladder and all Trades Division Career Ladders "Follow-up on orders" means:

- 1) Open orders in which the order due date (plus any extensions) has been timely reinspected (30 days or less from due date, or extended due date).
- 2) The order has been acted upon, order has been abated, referred for to court action, moved into the monthly reinspection program, referred to contractor, record closed or dismissed.